# Before the Event

1. Download a copy of the database
   a. File => Download Database Copy
   b. Hostname: scorekeeper.wwscc.org
   c. Select series
2. If desired, download a copy of the attendance data
   a. Attendance => Download Attendance Data
   b. Hostname: scorekeeper.wwscc.org
   c. Attendance => Configure Attendance Values
   d. Verify desired values are set

---

**Example**
```
PunchCard = Series(nwr,pro); championships=0; MinYear(2011); maxyearcount<= 4;
ISTClass = totalevents <= 9; avgyearcount <= 3;
```

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# During Registration

1. Enter part of the first and/or last name
2. Select the driver from the list of drivers
   a. If the name is grey italic or not preset, you must click **"New Driver"** to create a new driver entry
3. Verify the member number for barcodes
   a. You can **"Edit Driver"** to update the member # information
4. Verify that the correct car(s) have **Registered** to the left of them.
   a. To (un)register a car, select it and click **"Register Entrant"** or **"Unregister Entrant"**
   b. **In Event** means the car already has times recorded in the event
   c. **Used** means that the car has been used in previous events
5. Cars can also be created, edited or deleted.
   a. **"New From"** prefills the data with the selected car.

# Merging registration databases

1. Take laptops to timing
2. File => Merge Database
3. Select host - nwr computer
4. Merge process will open
   a. both laptops need to get to item 3
   b. wait for other changes then press continue

# Tasha's FAQ's

1. If an entrant is registered for two classes at the same event, *<class>* and **TOPM**, and it is the AM session where *<class>* is running, does registration need to do anything to make sure the entrant's *<class>* entry info is used first?

   *No, if multiple cars are registered, TOPM is only used once all other cars have been used in other run groups.  Data Entry can also override if they need to.*

2. If an entrant is running *<class>* and also registered for **TOPM**, but *<class>* runs PM so the **TOPM** entry isn't allowed/needed. What does registration need to do to make sure the correct entry is used in this situation?

   *Nothing is required; however, you can unregister the **TOPM** if you wish.*

3. For an entrant who is correctly pre-registered for AM and PM and has no changes, does registration need to do anything besides verify entry info and make sure the entrant has a barcode?

   *No, they are ready to go*